

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-7046



January 17, 1979

ALL-COUNTY LETTER NO. 79-4

TO: All County Welfare Directors, Welfare Fiscal Supervisors,
County Auditors, Administrative Service Officers

SUBJECT: County Welfare Department Administrative Expenditures Claim

REFERENCE:

This is to provide claiming and time study instructions for the January-March 1978/79 quarter. Included are time study instructions for Indochinese Medical Assistance, Indochinese AFDC, Indochinese Non-AFDC, the Cuban Medically Needy program and AB 922 Homemaker Chore. Also included are reporting and claiming instructions relative to the above time study instructions and staff development costs.

As a result of the above changes, time studies and several claiming forms which have been revised will be forwarded to counties under separate cover.

The following Administrative Expenditure Claim forms are to be used to complete the January-March 1978/79 quarter claim.

<u>Form</u>	<u>Revision Date</u>
DFA 46	1/79
DFA 47	7/78
DFA 43	1/79
DFA 323	1/79
DFA 50	10/78
DFA 325.1	7/78 (Buff)
DFA 325.1A	10/78
DFA 325.2	7/78
DFA 325.2A	10/78
DFA 325.3	7/77
DFA 327.1	10/78
DFA 327.2	1/79
DFA 327.3	10/78
DFA 327.3A	10/78

<u>Form</u>	<u>Revision Date</u>
DFA 327.4	10/78
DFA 327.5	7/78
DFA 327.6	7/78
DFA 327.6A	10/78
DFA 327.7	1/79
DFA 327.7A	11/78 (Optional)
DFA 327.8	1/79
DFA 403	7/78
DFA 419	7/78
DFA 396	10/75
DFA 394	10/78

NOTE: The DFA 327.7A is not a required part of the administrative claim but is listed here for county convenience. Questions regarding the completion and/or supplies of the DFA 327.7A should be referred to the County Administrative Expense Control Bureau at (916) 322-5802. The county may continue to include the DFA 327.7A with the claim, but its completion should not hold up the submission of the claim beyond the 12th working day following the end of the quarter.

INDOCHINESE REFUGEE ASSISTANCE PROGRAM

As notified in a Night Letter to all county welfare directors dated November 9, 1978, the passage of HR 12509 extended the Federal Indochinese Refugee Assistance Program for the period of October 1, 1978 through September 30, 1979 with 100 percent federal funding. This required that counties reconvert those Indochinese recipients who were converted to the IRAP-General Relief, and non-federal AFDC programs back to the reinstated IRAP program. Several pages of the claim have been revised to reflect this change.

INDOCHINESE AFDC

Time spent performing eligibility determinations and grant maintenance functions for Indochinese refugees for AFDC should be reported on Line J, Indochinese AFDC on the DFA 43, Eligibility and Nonservice Time Study.

INDOCHINESE NON-AFDC

Time spent performing eligibility determinations and grant maintenance functions for IRAP clients ineligible for AFDC is to be charged to Line K, Indochinese non-AFDC on the DFA 43, Eligibility and Nonservice Time Study.

INDOCHINESE MEDICAL ASSISTANCE

Time spent by workers performing eligibility determinations and case maintenance functions for Indochinese refugees for the Medically Needy Only (MNO) and Medically Indigent (MI) programs is to be charged to Line I, Indochinese Medical Assistance on the DFA 43, Eligibility and Nonservice Time Study. This line was inadvertently omitted on the October 1, 1978 revision date of this form but has been reinstated this quarter.

CUBAN MEDICALLY NEEDY ONLY

A time study line for the Cuban Medically Needy Only program, which was inadvertently omitted from the Form DFA 43 Eligibility and Nonservice Time Study with revision date October 1, 1978 has been reinstated for the January-March quarter. Please use this line to report time spent performing eligibility determinations and case maintenance functions for Cuban refugees.

SSI/SSP HOMEMAKER CHORE

Until the statewide payrolling system is implemented, the employer's share of Social Security benefits for the individual provider method of service should be excluded prior to the determination of the county share of Homemaker Chore expenditures as reflected on the DFA 327.3, Part 1, Columnn 2.

AB 922 HOMEMAKER CHORE

Eligibility for AB 922 Homemaker Chore Services requires that recipients who engage in substantial gainful activity must need at least one of the services which fall into the service categories used to define severely impaired. However, in accordance with AB 2890, these recipients need no longer meet the provision requiring 20 hours of service per week.

STAFF DEVELOPMENT

Recent requests from counties have indicated a need to clarify the definitions on the Staff Development Time Study, Form DFA 50 (effective 10/78). Specifically, the current definitions do not provide for the charging of time for: (1) the preparation time for courses, and (2) productive staff development time which is not specifically training or course preparation. Pending a revision of the DFA 50 in the April-June quarter, the current time study instructions should be expanded as follows:

- A. Direct Social Services - Include here time spent preparing for and training services personnel in the direct provision of social services.
- B. Direct Eligibility - Include here time spent preparing for and training eligibility personnel in the direct provision of eligibility services.
- C. General Welfare Administration - Include time spent training social services and eligibility workers on general welfare administration and other functions specifically related to the administration of the staff development program, e.g., affirmative action, supervising techniques, staff development budget, etc.
- D. Sick Leave/Vacation - Indicate amount of time, if any, spent on sick leave or vacation.

- E. Nonallocable - Include time spent on nonstaff development activities. Staff Development personnel whose staff development nonallocable time is spent performing eligibility or services casework functions must also record this same time to the proper program area on their appropriate eligibility and nonservice or social services time study. Salaries for Staff Development personnel involved, on a part-time basis, in either casework or administrative functions must be claimed to the appropriate salary pool based on the proportion of time spent on each function.

CLAIMING FORM CHANGES

Various administrative expenditures claiming forms were changed effective with the January-March 1978/79 quarter. Those changes are detailed below:

1. DFA 327.2 Eligibility and Nonservice Program Distribution - Deletes Indochinese General Relief and Cuban General Relief lines. Adds a line for Indochinese non-AFDC.
2. DFA 327.7 Eligibility and Nonservice, Non-Federal Fund Distribution Report - Deletes Indochinese General Relief and adds Indochinese non-AFDC.
3. DFA 327.8 Total Expenditures and Fund Distribution Report - Footnote instructions regarding the Indochinese and Cuban Refugee Program have been modified to reflect changes on the DFA 327.7.
4. DFA 43 and DFA 323 Eligibility and Nonservice Time Study and Summary - Deletes Indochinese General Relief, and adds Indochinese Medical Assistance, Indochinese non-AFDC and Cuban Medically Needy.
5. DFA 46 Social Services Time Study - Reflects modified time study instructions for the AB 922 Homemaker/Chore program.

All questions concerning this letter should be directed to the County Fiscal Administration Bureau, Department of Social Services, at (916) 445-7046.

Sincerely,


R. E. REICH
Deputy Director

cc: CWDA